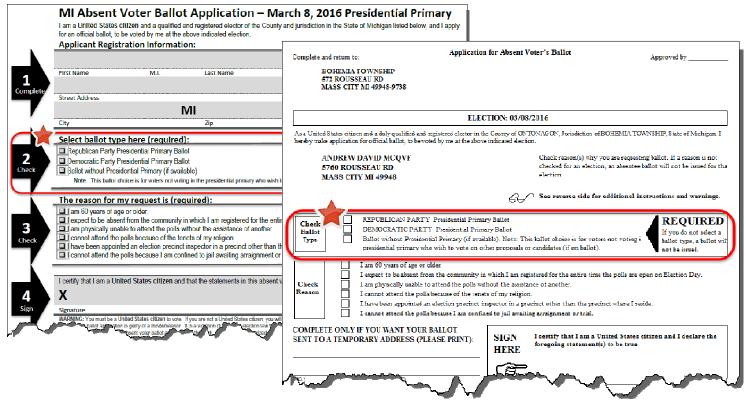
## 2016 Presidential Primary – QVF Addendum

The March 8, 2016 Michigan Presidential Primary requires tracking the voter's ballot selection (Republican, Democratic, or a ballot without a Presidential Primary). This requires temporary changes to certain election and QVF procedures listed below.

#### Summary of QVF software changes and procedure:

• **Absent Voter Ballot Application**: approved forms are available from print vendors, online at <a href="https://www.mi.gov/vote">www.mi.gov/vote</a>, and the QVF-printed application has been updated for this Presidential Primary as well.



- Ballot Type: must be recorded when the ballot is assigned: Republican Party Presidential, Democratic Party Presidential, or Ballot Without Presidential Primary.
- Lockout: will default to None; however, clerks whose ballots are numbered in accordance
  with closed presidential primary ballot production standards should select a Lockout of
  Ballot Style. Ballot types with identical number sequences must leave the Lockout set to
  None in order to be able to record repeated ballot numbers. For example:

Lockout – By Ballot Style (recommended by BOE)		Lockout - None	
Republican ballots	1001-1500	Republican ballots	1001-1500
Democratic ballots	2001-2500	Democratic ballots	1001-1500
Ballot w/o Presidential Primary	3001-3500	Ballot w/o Presidential Primary	1001-1500

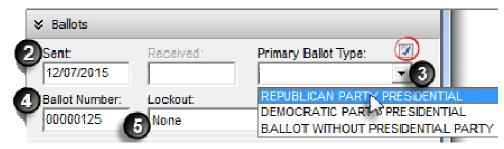
Auto Advance: should be used with caution. If you choose to auto-advance ballot numbers
while processing, absent voter applications must be pre-sorted by ballot style and ballot
type first.

Voting History: manually updating history will include an additional step of selecting a
ballot type. The procedures for importing voting history for the Electronic Poll Book
are unaffected.

## Recording Absent Voter Applications and Ballots

#### To Record Absent Voter Ballots in QVF:

 Bring up the voter as you normally would to record a ballot



- 2. Enter the date the ballot is sent
- 3. Select Primary Ballot Type from the drop down menu
  - a. Adding a check to the Primary Ballot Type box will make the current selection the default selection
- 4. Enter the ballot number being sent to the voter (**do not** include R or D with the ballot number since information about ballot type can only be retained for 22 months)
- 5. Select a Lockout option (see table on pg. 1 for example)
  - a. Choose None if the Republican and Democratic ballot types are numbered identically
  - b. Choose an appropriate lockout option if the Republican and Democratic ballot numbers are staggered this will vary by jurisdiction
- Record additional information (address, UOCAVA status, delivery method...) and click OK

**Note**: Using the Auto-Advance option is not recommended for this election. If you choose to auto-advance ballot numbers while processing, *please use extreme caution, and pre-sort* the absent voter applications by ballot style and ballot type first.

Any corrections to the ballot type documented in QVF must be changed by *deleting* the ballot and reissuing it with the correct number and ballot type requested by the voter.

#### **MOVE Ballots**

The following are instructions for recording MOVE ballots for Military and Overseas voters in accordance with the Presidential Primary changes.

If a Military or Overseas voter indicated ballot type on their absent voter application, process as usual following MOVE ballot procedures found in the <u>Military and Overseas Voters Manual</u>, while also documenting the ballot type selection.

However; if a military or overseas voter requests a ballot sent by postal mail, but has not submitted a ballot type selection, send the voter a special letter (template at the end of this document) with a Republican Party ballot and a Democratic Party ballot. If the jurisdiction is conducting a special election in conjunction with the Presidential Primary, also send a ballot without a Presidential Primary. Follow the steps below to record multiple ballots in QVF:

1. Bring up the voter as you normally would to record a ballot

- 2. Enter the date the ballot is sent
- 3. Select "Ballot without Presidential Primary" from the Primary Ballot Type menu
- 4. In the Ballot Number field, enter M1 (M000001) for the first such voter, M2 (M000002) for the second, and so on, to indicate "multiple" ballots
- 5. Select a Lockout option
- Record additional information (address, UOCAVA status, delivery method...) and click OK

**Note**: A special letter must also be sent to the voter to explain why he or she is receiving multiple ballots. A template for this letter is included at the end of this document.

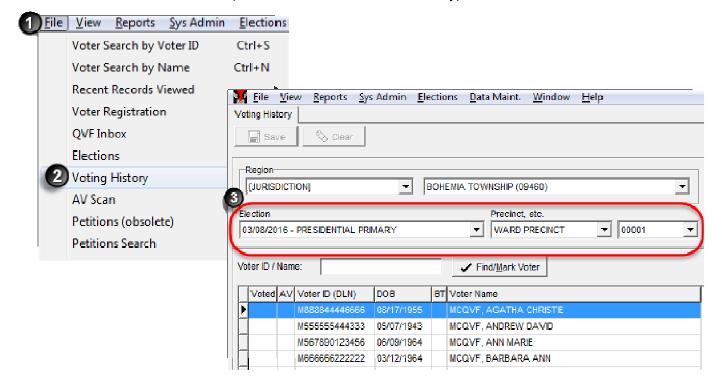
The electronic MOVE ballot can be generated as usual from the Elections Management Portal to be emailed or faxed to a military or overseas voter. The electronic Move ballot will consist of a single ballot (including presidential candidates for both Republican and Democratic parties, along with any Special Election held in conjunction with the Presidential Primary), voter certificate, and special instructions. Military and overseas voters who do not make a ballot type selection, AND request their ballot be emailed or faxed, should still get the "ET" ballot number designation.

## Updating Voting History – Paper Precinct List Procedures

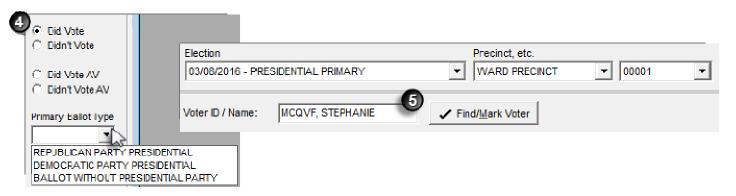
The following are instructions to manually update Voting History in accordance with the Presidential Primary changes. These are only for those election officials who use a paper precinct list; the Voting History procedures for the Electronic Poll Book are unchanged by the Presidential Primary requirements.

#### To Manually Update Voter History in QVF:

- 1. Click File
- 2. Click Voting History
- 3. Select the Election (03/08/2016 Presidential Primary) and Precinct

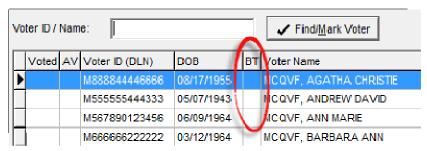


- 4. Select a radio button and a Primary Ballot Type
- 5. Scan the voter's barcode or type the voter's name in the Voter ID/Name box and click Find/Mark Voter



The Voting History module has a new column called «BT». This stands for ballot type, and after voter history has been updated this value will be filled with one of following three values based on the voter's selection:

- R Republican ballot type
- D Democratic ballot type
- L Local ballot issue without the Presidential Primary (if applicable)



The voter's ballot record will be bolded, a check will be in the Voted column and the ballot type will be shown in the BT column once the history has been recorded.



**Note**: It is strongly recommended that the voting history should be updated one party at a time and saved periodically as the history is recorded. In other words; update all the voters from one party, click Save, then change the Primary Ballot Type selection and update voters from the other party within that precinct. In cases where a voter could request a Local ballot type without the Presidential Primary, these voters should be entered in a third pass. Repeat the process for each precinct.

# Suggested Overseas Voter Letter – Paper Ballot Mailed, No Ballot Selection Received

#### DATE

Dear Military or Overseas Voter:

A military or overseas voter who registered to vote in Michigan who submitted an Federal Post Card Application (FPCA) or Absent Voter (AV) ballot request for an election conducted in 2016 is automatically eligible to receive an AV ballot for Michigan's March 8, 2016 presidential primary.

Michigan's March 8, 2016 presidential primary will be conducted as a "closed" primary. Normally, all of Michigan's primaries are "open", meaning that a voter is not required to request a specific party's ballot. For the March 8, 2016 presidential primary, all voters must indicate if they wish to receive the Republican Party ballot, the Democratic Party ballot or the "no party declaration" special election ballot (if any). As of this date, we have not received your ballot type selection for the presidential primary. Therefore, we are enclosing both the Republican Party presidential primary ballot and the Democratic Party presidential primary ballot. If your city or township of registration in Michigan is conducting a special and/or local election in conjunction with the presidential primary, we are also enclosing a "no party declaration" election ballot.

**YOU MAY ONLY VOTE 1 BALLOT!** If you wish to vote, you must: 1) mark your ballot choice on the ballot selection form shown below; 2) vote the ballot indicated on the ballot selection form; and 3) return your voted ballot and the completed ballot selection form to the clerk of your city or township of registration in Michigan. Remember: you can only return one of the enclosed ballots. Do not return the ballot(s) you do not vote.

Please feel free to contact this office if you have any questions. [Enter city/township name, clerk's office address, phone number, web/email address – do NOT include clerk's name!]

Detach and return this portion of the letter.

ABSENTEE VOTER BALLOT SELECTION FORM March 8, 2016 Presidential Primary			
Please print full name			
Residence Address			
I am enclosing the ballot type marked below for the March 8, 2016 presidential primary. (You must mark <b>one</b> ballot type by checking a box below.)			
MARK ONLY ONE BALLOT TYPE:			
Republican Party Presidential Primary Ballot			
Democratic Party Presidential Primary Ballot			
Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on local proposals or candidates (if on ballot).			